



COUNTY OF KAUFMAN | PURCHASING DEPARTMENT
100 N. Washington St. | Kaufman, Texas 75142
469-376-4548 | purchasing@kaufmancounty.net

**Solicitation – RFQ 21-04: Engineering / Architectural / Surveying Firm(s)
2021-2022 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Return deadline is no later than: 10:00 a.m., Wednesday, January 13, 2021

SOLICITATION RFQ 20-28: Engineering Services – Helms Trail

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LEGAL NOTICE

Kaufman County, Texas
Advertisement for Submittals

Sealed responses will be received in the office of the Purchasing Agent located at 100 N. Washington, Kaufman, Texas 75142 until **Wednesday, January 13, 2021 at 10:00 a.m.** for the following:

Solicitation – RFQ 21-04: Engineering / Architectural / Surveying Firm(s) 2021-2022 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Specifications may be obtained online (<https://www.kaufmancounty.net/county-offices/purchasing-agent/>), through the online bidding site (<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=fbdcaf8b-5a8c-49b1-9c7f-e2774c03dc3d>), in the office of the Purchasing Agent located at 100 N. Washington St., Kaufman, Texas, or requested by email (purchasing@kaufmancounty.net).

All submittals must be clearly addressed to the Purchasing Department and include the solicitation name and number on the outside of the package. The responses will be publicly opened, immediately following the closing date and time, in the Courthouse-Annex 2nd Floor Conference Room located at 100 N. Washington, Kaufman, Texas 75142.

Kaufman County cannot guarantee, due to internal mail delivery procedures, any submittals sent priority mail will be picked up from the post office by County mail employees and delivered to the Purchasing Department by the closing date and time. It is recommended that submittal deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. ***Respondents shall bear full responsibility for ensuring that the submittal is delivered to the specified location by due date and time.*** Late submittals will be considered as non-responsive and returned un-opened.

SOLICITATION NAME: Engineering / Architectural / Surveying Firm(s)
2021-2022 Texas Community Development Block Grant Program

SOLICITATION NUMBER: RFQ 21-04

DUE DATE/TIME: 10:00 a.m., Wednesday, January 13, 2021

MAIL OR DELIVER TO: Kaufman County Purchasing Department
Attn: Raylan Smith
Kaufman County Courthouse – Annex
100 N. Washington St.
Kaufman, Texas 75142

County reserves the right to reject all submittals and to waive any informality in submittals received, deemed to be in the best interest of the County. No officer or employee of Kaufman County shall have a financial interest, direct or indirect, in any contract with Kaufman County.



Scope of Work

Kaufman County is seeking to enter into an engineering services contract with a state-registered engineer. The following outlines this request for qualifications.

I. Scope of Work - The engineering contract will encompass all project-related engineering services to the County, including but not limited to the following:

- Application preparation
- Preliminary and final design plans and specifications;
- Preparation of the bid packet;
- Conduct all field testing and inspections (interim and final); and
- Other special services.

II. Statement of Qualifications – The County is seeking to contract with a competent engineering firm, registered to practice in the State of Texas, that has had experience in the following areas:

- Municipal construction including but not limited to waterworks, projects;
- Registered and in good standing as a professional engineer per the Texas Engineering Practice Act
- Federally-funded construction projects; and
- Projects located in this general region of the state

As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers that will or may be assigned to this project if you receive the engineering services contract award.

Also, please provide a copy of your current certificate of insurance for professional liability.

III. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100



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Instructions to Respondents: RFQ 21-04

Section 1. RFQ Submittal and Closing Date – Four (4) bound copies (1-original, 3-copies), and one (1) digital copy saved to USB flash drive shall be received by **10:00 a.m., Wednesday, January 13, 2021** at which time the RFQs will be publicly opened in the conference room of the County Annex, 100 N. Washington Street, Kaufman, Texas. All submittals must be sealed when returned to Kaufman County and clearly addressed to the Purchasing Department, including the solicitation name and number on the outside of the package.

SOLICITATION NAME: Engineering / Architectural / Surveying Firm(s)
2021-2022 Texas Community Development Block Grant Program

SOLICITATION NUMBER: RFQ 21-04

DUE DATE/TIME: 10:00 a.m., Wednesday, January 13, 2021

MAIL OR DELIVER TO: Kaufman County Purchasing Department
Attn: Raylan Smith
Kaufman County Courthouse – Annex
100 N. Washington St.
Kaufman, Texas 75142

Section 2. Inquiries – Respondents are prohibited from contacting or communicating in any means with any consultant, employee, manager, or elected official of Kaufman County concerning this solicitation except for questions directed through the Kaufman County Purchasing Agent by email purchasing@kaufmancounty.net. Failure to comply with this guideline could result in disqualification from the solicitation process.

Firms are directed to submit **questions in writing no later than 5:00 p.m., Thursday, December 31, 2020**. Substantive questions and answers will be provided to all RFQ recipients and will be made available on the Purchasing Department website and the online bidding system, VendorRegistry:

- <https://www.kaufmancounty.net/purchasing/about/bids-and-proposals/>
- <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=fbdcaf8b-5a8c-49b1-9c7f-e2774c03dc3d>

Section 3. RFQ Content Requirements – The RFQ shall be submitted bound on one-sided letter sized (8-1/2"x11") pages using minimum font size of 11-point Arial or Times New Roman, with margins (top, bottom, left, and right) no smaller than 0.5 inches. Please number all pages.

The RFQ shall include a one-page cover letter plus a maximum of twelve (12) pages to address the RFQ criteria specified herein (including resumes). The following pages will NOT count towards the total page count of your RFQ response, each is required as part of this submittal to be considered for work with Kaufman County:

- table of contents, divider pages
- cover letter, front and back covers
- Standard Terms & Conditions – RESPONDENT’S ACCEPTANCE – pg 9
- Conflict of Interest Questionnaire (Form CIQ) – pg 12
- Respondent Signature Page – pg 13

Section 4. No Fee Schedule – Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Preliminary Salary and Fee Schedule for any Proposer selected for contract negotiations must be submitted within five (5) days of the Proposer’s notification of selection.

Section 5.1 Evaluation Criteria – Each proposal will be evaluated as a demonstration of the consultant’s capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

Criteria	Maximum Score
A. Experience	60
B. Work Performance	25
C. Capacity to Perform	15
	100

Section 5.2 Evaluation Process – Statement of Qualifications submitted on time will be reviewed against the Pass / Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria and ranking. The outcome and the evaluations may, at the County’s sole discretion, result in (a) note to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. This often means notice of placement on an interview list with time and date of the interview. The selection process may be cancelled if the County determines it is in the public interest to do so.

Section 6. General Information

- 6.1 Kaufman County reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the County.
- 6.2 There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing responses to this request.
- 6.3 The County reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for qualifications (RFQ), unless clearly and specifically noted in the response and confirmed in the contract between the County and the firm selected.

6.4 Each responding firm certifies by submission of their qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

6.5 Respondents must possess the required professional license(s) to practice in Texas.

Section 7. Standard Terms and Conditions

1. Only the Commissioners Court of Kaufman County, Texas, acting as a body may enter into any type of agreement or contract on behalf of Kaufman County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Kaufman County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to signature by the authorized County official.
2. The Respondent shall be considered an independent contractor and not an agent, servant, employee, or representative of the County in the performance of the work. No term or provision, hereof, or act of the Respondent shall be construed as changing that status.
3. The Respondent shall defend, indemnify, and shall hold harmless the County and all its officers, agents, employees, from and against all suits, actions, or claims of the character, name, and description brought for or on account of any injuries or damages (including but not restricted to death) received or sustained by any person(s) or property on account of, arising out of, or in connection with the performance of the work, including without limiting the generality of the foregoing, any negligent act or omission of the Respondent on the execution or performance of the Contract.
4. Kaufman County reserves the right to terminate an agreement / contract at any time, without cause, upon thirty (30) days written notice to Respondent. Upon termination, Kaufman County shall pay Respondent for those costs directly attributable to work done or supplies obtained in preparation for completion or compliance with the Contract, except no payment shall be made for costs recoverable by Respondent in the normal course of doing business or which can be mitigated through the sale of supplies or materials obtained for use under this Contract. It is further agreed by Respondent that Kaufman County shall not be liable for loss or reduction of any anticipated profit.
5. Advertising – Respondent shall not advertise or publish, without Kaufman County's prior consent, the fact that Buyer has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
6. No negotiations, decisions, or actions shall be executed by the Respondent as a result of any discussions with any public service official, employee, and/or consultant. Only those transactions provided in written form may be considered binding.
7. All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.
8. **Conflict of Interest Questionnaire (CIQ) Form** – Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form (CIQ), the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Kaufman County no later than the 7th business day after the date

the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. By submitting a response to this request, the vendor represents that it is following the requirements of Chapter 176 of the Texas Local Government Code. Original, completed forms should be included, if applicable, in your response.

9. **Certificate of Interested Parties Form 1295** – In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a government entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties form to the governmental entity or state agency at the time the business entity submits the signed contract to the government entity or state agency. The form discloses any interested parties who have a controlling interest (10% or more ownership) in the business entity and those who actively participate in facilitating the contract or negotiate the terms of the contract (broker, intermediary, advisor, and/or attorney), if any. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed, and submitted to the County by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. To obtain additional information on HB 1295, to learn more about Texas Ethics Commission process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following website: <https://www.ethics.state.tx.us/tec/1295-Info.htm>. Instructional videos for business entities on how to file online can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

The identification number (section 3 of form 1295) is this solicitation number.

10. **Nondiscrimination Authorities** – The Respondent, for itself, its assignees, and successors in interest agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to: Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq., 78 stat. 252), and 49 CFR Part 21. The respondent will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements or materials and leases of equipment. The Respondent will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices.
11. **TEXAS PUBLIC INFORMATION ACT** – All responses submitted to Kaufman County become the property of Kaufman County and are subject to the Public Information Act (Texas Government Code Chapter 552). The interested firms/individuals should familiarize themselves with the provisions of the Act. In no event shall Kaufman County, or any of its agents, representatives, consultants, directors, officers, or employees, be liable to a firm/individual for the disclosure of all or any portion of a response submitted pursuant to the solicitation. If a firm/individual has special concerns about information that it desires to make available to Kaufman County, but which it believes constitutes a trade secret, proprietary information, or other information excepted from disclosure, such firm/individual should specifically and conspicuously designate (i.e., mark confidential) each page of that information, which the Respondent believes, should not be disclosed outside Kaufman County. Disclosure of requested information will be subject to the Texas Public Information Act.
12. **Purchasing Agent as Contract Administrator** – The Purchasing Agent will serve as sole liaison between the Kaufman County Commissioners Court, the affected Kaufman County Departments, and the successful vendor. Unless directly outlined in this specification the vendor shall consider only the Purchasing Agent authorized to communicate, by any means, information or suggestions throughout the solicitation process. The Purchasing Agent has been designated the responsibility to ensure compliance with contract

requirements, such as but not limited to, acceptance, inspection, and delivery. The County will not pay for work, equipment or supplies, which it deems unsatisfactory. Vendors will be given a reasonable opportunity to correct deficiencies before termination. This, however, shall in no way be construed as negating the basis for termination for non-performance.

Standard Terms & Conditions - RESPONDENT'S ACCEPTANCE – By submitting a response to this solicitation, the respondent certifies that it has fully read and understands the terms, conditions, and statements and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein. Respondent understands and agrees that this solicitation is issued predicated on anticipated requirements for Kaufman County and that Kaufman County has made no representation, written or oral, that any such requirements be furnished under a contract arising from this solicitation. Respondent acknowledges and understand that the Commissioners Court of Kaufman County reserves the right to refuse to award a contract for any or all services covered in this solicitation. Furthermore, Respondent recognizes and understands that any cost borne by the Respondent which arises from Respondent's performance hereunder shall be at the sole risk and responsibility of the Respondent.

Signature

Printed Name

Date

This original, along with original signature MUST be returned with solicitation response

Engineer | Architect | Surveyor Rating Sheet
RFQ 21-04

Grant Recipient: Kaufman County
Name of Respondent:
Evaluator's Name:

TxCDBG Contract No.
Date of Rating:

Experience - Rate the respondent for experience in the following areas:

Factor	Max Points	Score	Comments
1.) Has previously designed _____ type of projects.	20	_____	_____
2.) Has worked on federally funded construction projects.	15	_____	_____
3.) Has worked on projects that were located in this general region. Note: Location for A/E may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	_____	_____
4.) Extent of experience in project construction management.	15	_____	_____
Subtotal - Experience	60	_____	_____

Work Performance

Factor	Max Points	Score	Comments
1.) Past projects completed on schedule.	10	_____	_____
2.) Manages projects within budgetary constraints.	5	_____	_____
3.) Work product is of high quality.	10	_____	_____
Subtotal - Work Performance	25	_____	_____

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past / current clients.

Capacity to Perform

Factor	Max Points	Score	Comments
1.) Staff level / experience of staff.	5	_____	_____
2.) Adequacy of resources.	5	_____	_____
3.) Professional liability insurance is in force.	5	_____	_____
Subtotal - Experience	15	_____	_____

TOTAL SCORE

Factor	Max Points	Score	Comments
Experience	60	_____	_____
Work Performance	25	_____	_____
Capacity to Perform	15	_____	_____
Subtotal - Experience	100	_____	_____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

This original, along with original signature MUST be returned with solicitation response



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SOLICITATION RFQ 20-28: Engineering Services – Helms Trail (from IH20 – US80)

RESPONDENT SIGNATURE PAGE

Kaufman County Purchasing Department
 Attn: Raylan Smith, Purchasing Agent
 100 N. Washington
 Kaufman, Texas 75142

Dear Ms. Smith,

This Statement of Qualifications is being submitted by the undersigned, on behalf of the Respondent:

_____ [Firm Name – Printed].

The person signing this letter on behalf of the Respondent represents to Kaufman County that the information provided herein is true, complete, and accurate to the best of the knowledge and belief of the undersigned.

Executed this the _____ day of _____, 2021.

RESPONDENT:

_____ [Signature]

Printed Name:		Title	
Company Name		Address City, State, Zip	
Email		Phone (office)	
Phone (cell)			

This original, along with original signature MUST be returned with solicitation response